

**Michigan School Readiness Program  
Single Record Student Database (SRSD) Early Childhood Related Fields  
Required for Entering Information on Enrolled Children**

Below are the SRSD fields to be completed for MSRP.

For questions, please contact:

- The Help Desk for the Single Record Student Database at (517) 335-0505, e-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or
- Bill Witt, Office of Early Childhood Education & Family Services Supervisor, at (517) 373-8512.

Field #	Field Name
1	Operating ISD/ESA Number
2	County Code
3	Operating District Number (Enter the code for the MSRP fiscal agent.)
4	Resident LEA Number (Enter the code for the school district where the child resides.)
5	School or Facility (State assigned numbers in the official School Code Master for a school or a community facility. If your ISD does not have such a number, your SRSD authorized user is to request an early childhood number by contacting the Help Desk for the Single Record Student Database.)
6	Student's Last Name
7	Student's First Name
8	Student's Middle Initial
9	Date of Birth (This date should be verified just as a district would verify the birth date of a K-12 student.)
11	Gender Code
12	City/Place of Birth (Verify this information as the district would for a K-12 student.)
13	Street Address
14	City
15	Zip
19	Grade or setting (Early Childhood = Code 30)
20	Date of Enrollment (in MSRP)
22	Racial/Ethnic Code
23	Exit Status (You can use the Default code of "19" for a child still in the program or exit code "30" for a child who has left the district. If the child has left the program and will subsequently be entering kindergarten in the district, report as "19," continuing).
24	Exit Date (The month, day and year of the first day <u>after</u> the date a child last attended the program. If code "19" is reported in Field 23: <i>District Exit Status</i> , Field 24 may be left blank.)
32	Multiple Birth (Default code = 1; use this field only in the case of multiple births where all of the children are named the same and have identical identifiers in the database.)
52	Early Childhood Enrollment (Code = 01)
53	Early Childhood Exit (An exit code in Field 23: <i>District Exit Status</i> is also required if the child has exited the district and is not expected to continue.)
123	Date of Count
124	UIC Code (It is strongly recommended you acquire UIC codes for children enrolled in MSRP.) Please contact the SRSD UIC Resolver for your district.